



Foxborough Regional Charter School

Board Meeting

September

Published on September 4, 2025 at 2:17 PM EDT

Amended on September 5, 2025 at 10:39 AM EDT

Date and Time

Tuesday September 9, 2025 at 6:00 PM EDT

Location

Remote Only

Meeting Format

Whether in person or online, the public is welcome to attend Board/Committee Meetings and have access to meeting minutes. Meetings are held once a month and additionally, as determined by the Board/Committee Chair. All meeting Agendas are posted on the school website at least 48 hours in advance of each public meeting.

During the meeting, the Board and its committees follow the published agenda. Gallery members are not part of the formal discussion or deliberations. Those wishing to speak at a meeting are asked to follow our [Privilege of the Floor Policy](#). To request to speak at a meeting, please complete the following [google form](#) before the start of the meeting.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance		Todd Tetreault	1 m
B. Call the Meeting to Order		Sergio Martin	1 m
C. Privilege of the Floor		Sergio Martin	5 m
II. Leadership Report			6:07 PM
A. Leadership Report	Discuss	Toby Romer	20 m
	<ul style="list-style-type: none"> • Highlights and Update • Strategic Planning Update 		
III. Board Business			6:27 PM
A. Student Board Member Recruiting			5 m
	<ul style="list-style-type: none"> • Video submissions 		
B. Solar Project Update	Vote	Lesly Michelot	10 m
C. Executive Director Evaluation	Discuss	Sergio Martin	15 m
D. Executive Director FY26 Goals	Discuss	Toby Romer	15 m
E. Policy Review	Vote	Todd Tetreault	15 m
IV. Administrative/Housekeeping (Trainings, Member Reminders)			7:27 PM
A. Tasks	FYI	Sergio Martin	5 m
	<ul style="list-style-type: none"> • Update Member profiles in BoardOnTrack • Financial Disclosure Forms with the state • Ethics Training 		
B. Strategic Planning Focus Group - Date Change			5 m

	Purpose	Presenter	Time
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- September 23rd, 2025 6 pm, In-person

C. November Board Meeting - Date Change

- November 18, 2025

V. Meeting Summary and Items for Next Meeting 7:37 PM

- | | | | | |
|-----------|-----------------------------------|---------|---------------|-----|
| A. | Items for Next Meeting | Discuss | Sergio Martin | 5 m |
| | Review Next Month | | | |

VI. Consent Agenda 7:42 PM

- | | | | | |
|-----------|-----------------|-----------------|---------------|------|
| A. | Meeting Minutes | Approve Minutes | Sergio Martin | 15 m |
|-----------|-----------------|-----------------|---------------|------|

For Approval:

- July 8, 2025

VII. Executive Session 7:57 PM

- | | | | | |
|-----------|------------------------------|------|---------------|-----|
| A. | Adjourn to Executive Session | Vote | Sergio Martin | 1 m |
|-----------|------------------------------|------|---------------|-----|

- Adjourn to Executive session , not to return to open session in accordance with the Open Meeting Law, M.G.L. c. 30A, Section 21(a), as the Chair has determined that an open session would have a detrimental effect.

- | | | | | |
|-----------|--|--|--|-----|
| B. | Administrative Action Items for Discussion | | | 5 m |
|-----------|--|--|--|-----|

Approved / awaiting amendments/ posting

	Purpose	Presenter	Time
	<ul style="list-style-type: none">• March 12, 2024 (minutes approved - amendments need to be made to finalize and post)		
Missing Recordings			
	<ul style="list-style-type: none">• September 18, 2023 (recording needed to transcribe minutes)• February 13, 2024 (recording needed to transcribe minutes)• February 15, 2024 (recording needed to transcribe minutes)• March 20, 2024 (recording needed to transcribe minutes)		
Executive Session –			
	<ul style="list-style-type: none">• May 9, 2023• September 18, 2023 Exec Session (no recording - minutes to be drafted)• September 21, 2023 Exec Session (no recording - minutes to be drafted)• February 21, 2024 Exec Session (no recording - minutes to be drafted)• May 2, 2024 Exec Session (no recording - minutes to be drafted)		
VIII. Closing Items			8:03 PM
A.	Adjourn Meeting	Vote	Sergio Martin
			1 m

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law.

Coversheet

Executive Director Evaluation

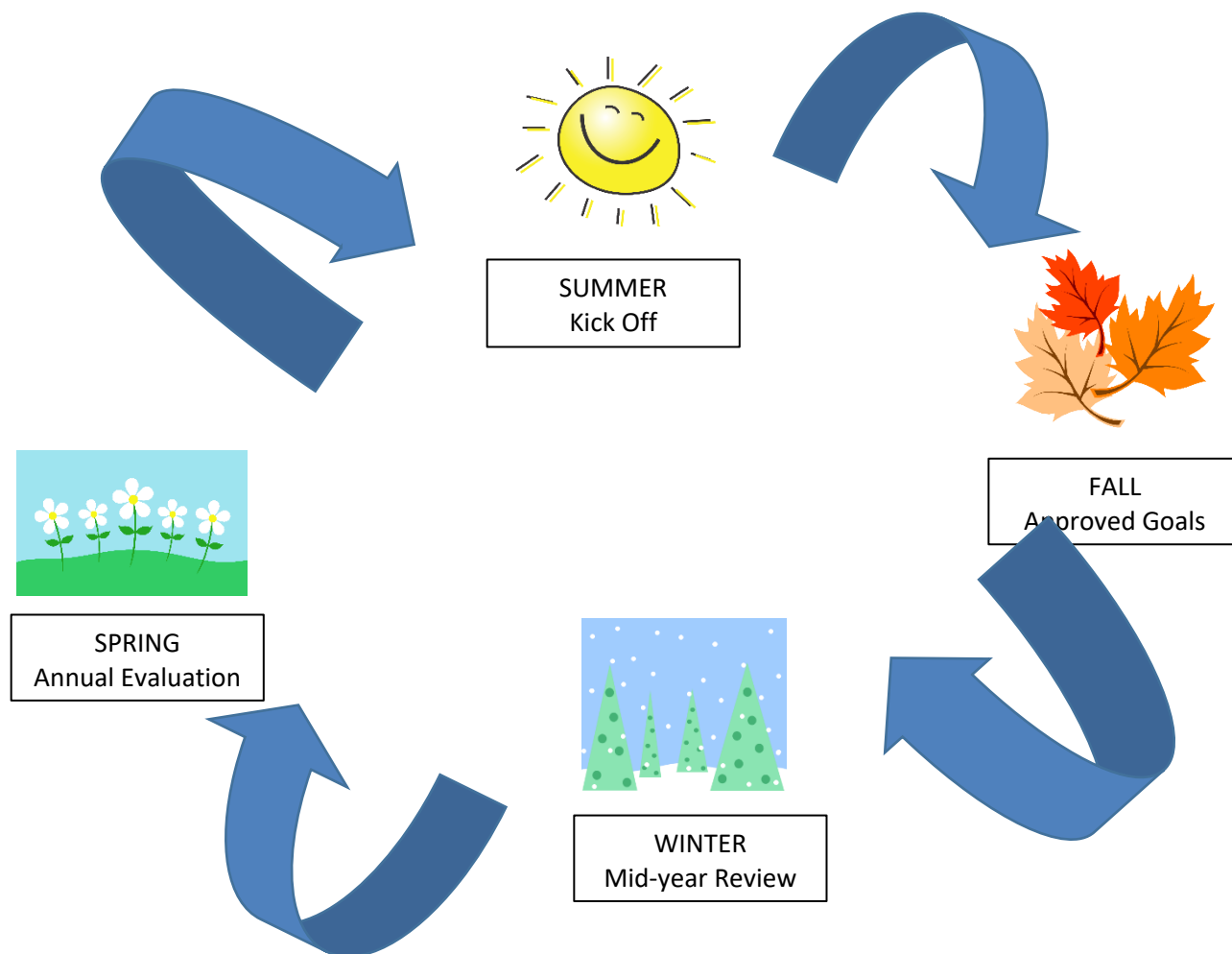
Section:	III. Board Business
Item:	C. Executive Director Evaluation
Purpose:	Discuss
Submitted by:	
Related Material:	2023.12 - FRCS - ED evaluation process vF.docx



Executive Director year-round evaluation process

The **Charter School Board** is responsible for setting the overall direction and policy for the school, including hiring and evaluating the Executive Director. The Executive Director is the only staff person who reports directly to the Board and is directly responsible for delivering organization-wide success. Consequently, it is the Board's responsibility to manage and support the Executive Director of the school.

The following document describes the complete annual evaluation cycle at FRCS. The ongoing process is meant to allow the Board to identify both strengths and areas of improvement, as well as provide appropriate feedback.



(1) Summer: Kick-off

During the first months of the new school year, the Board will discuss and draft the Executive Director annual goals and performance metrics. Among other topics, the board should consider:

- ☐ The current state of the school
- ☐ Where FRCS is expected to be a year from now
- ☐ How goals align with the vision, mission, and core values of FRCS

The key topics mentioned above should be considered when setting goals and evaluation metrics about:

- ☐ Students
- ☐ Teachers and Staff
- ☐ Financials
- ☐ Facilities

It is critical for the success of FRCS that the Board and the Executive Director collaborate in the initial draft of the goals.

(2) Early Fall: Goals are finalized and approved

The Board of Directors will finalize and approve the goals in time to allow the Executive Director to plan for the next school year.

As part of the ongoing and continued collaboration process that started with the initial draft, the Board should clearly discuss with the Executive Director the approved goals and performance metrics.

(3) Winter: Mid-Year review

Before the end of the calendar year, the Board will conduct a mid-point check-in so the Board and Executive Director can review the overall progress. Any concerns should be flagged and necessary actions taken, if needed.

(4) Spring - Summer: Annual Evaluation

As the end school year approaches, the Board will coordinate 2 evaluations:

- ☐ Executive Director Self-evaluation
- ☐ Full members of the Board evaluation

During this stage, the Board may also request input from key members of the school community, including staff, teachers, students, and families.

Once all evaluations have been completed, the Chair and Vice-Chair of the Board will compile and assess the results of the evaluation feedback.

Both the Chair and Vice Chair, or one of them if not possible, will meet with the Executive Director to discuss the results of the annual evaluation. A summary memo will be shared with the Executive Director, highlighting accomplishments, strengths, areas to improve, challenges ahead, and any additional comments that will contribute to the future success of FRCS.

Finally, the Chair or Vice Chair of the Board will share highlights of the evaluation with the full Board during an Open Meeting Session.

As the cycle is complete, a new evaluation cycle begins, feeding from the feedback and lessons learned from the previous evaluation process.

It is extremely important to emphasize that consistent communication, feedback, and accountability are key to the Board-Executive Director partnership and should be present in every step of this cycle.

Coversheet

Executive Director FY26 Goals

Section:	III. Board Business
Item:	D. Executive Director FY26 Goals
Purpose:	Discuss
Submitted by:	
Related Material:	Toby Romer - ED Draft Goals 25-26.pdf

Toby N. Romer
Executive Director Goals
School Year 2025-26
September 2025

DRAFT

Goal 1 - Complete FRCS Strategic Planning Process

- Rationale - To establish a clear plan for organizational improvement for the next 3 years
- Goal – With input from all stakeholders and facilitation from our planning partner, create and present to the Board for approval a comprehensive strategic plan for the next chapter of FRCS' development that includes clear priorities and measurable benchmarks and outcomes, by February 10th, 2026.
- Strategic Actions and Outcomes – To be added once goals are finalized.
 - To include step action steps to streamline current FRCS Mission and Vision Statement.

Goal 2 – Support Instructional Improvements to Promote Academic Growth

- Rationale- To ensure that FRCS is faithful to our mission of providing a challenging academic program to prepare our students for college.
- Goal – Together with instructional leaders from across our district and our three schools, develop a shared vision of high-quality instruction at FRCS that allows us to align our supervision, evaluation, coaching, mentoring and collaboration to support educators in growing and consistently implementing high quality instructional practices in their practice.
- Strategic Actions and Outcomes – To be added once goals are finalized.
 - To include discussion of specific and measurable academic outcomes.

Goal 3 – Continue to Develop and Strengthen Management Structures & Supports

- Rationale - To ensure a solid management foundation for ongoing work to improve student outcomes and to continue to develop the operational infrastructure of our district.
- Goal - Ensure continued and improved function of the district overall, including implementation of best-practices in employee support and supervision (including application of the FRCSTA contract), continued revision of our district-wide policies and procedures, successful hiring and retention efforts, successful student recruitment and enrollment processes, alignment of budgetary resources to strategic needs, and the development of assessments to track key non-academic outcomes, such as student, family and staff culture, belonging, and satisfaction.
- Strategic Actions and Outcomes – To be added once goals are finalized.
 - To include specific metrics for staffing and student retention.